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2 FEB 1983

MEMORANDUM FOR: DDA Management Staff

ATTENTION:

FROM:

Chief, Plans Branch
Policy and Plans Group
Office of Security

SUBJECT:

Office of Security 1985
Supplemental Support Package

REFERENCE:

Memorandum from EO/DDA, dated 20 January
1982, same subject (DDA 83-0195)

1. Attached per your request is a copy of the 1984 DDA Supplemental Support Package which is annotated with pen and ink changes to reflect the Office of Security revisions for 1985. As you will note, the changes for the Office of Security are minimal and, except for the addition of resources to the category "General Support to Overseas," reflect only refinements and updates of 1984 factors.

2. The focal points for the Office of Security for this topic are and/or the undersigned.

Attachment

Distribution:

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① - OS Reg (w/o att)

1 - C/Plans

1 - PPG Chrono (w/o att)

OS/P&M/PPG cbt

2 Feb 83

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SEPARATED FROM SECRET ATT.

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ROUTING AND RECORD SHEET				
SUBJECT: (Optional) 1985 Supplemental Support Packages				
FROM: EO/DDA 7D18 HQ		EXTENSION []		NO. DDA 83-0195
				DATE 20 JAN 1983
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Policy and Plans Group Office of Security	21 JAN 1983			OS 3 0199
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83-0195

MEMORANDUM FOR: Programs and Budget Staff
Office of Communications

Programs and Budget Group
Office of Data Processing

Executive Officer
Office of Information Services

Executive Officer
Office of Logistics

Executive Officer
Office of Medical Services

Policy and Plans Group
Office of Security

Executive Officer
Office of Training and Education

Assistant Director for Policy and Planning
Office of Finance

Executive Assistant
Office of Personnel

25X1

FROM:
Executive Officer to the DDA

SUBJECT: 1985 Supplemental Support Packages

REFERENCE: DDA 82-2989 (1985 Program)

1. The 1985 Program and Budget Call instruction booklet has been distributed to each Office. As you will note, the Supplemental Support Resource Initiatives will be continued and are discussed in the 1985 Program. We must now further refine and revalidate the factors to be used in developing Supplemental Support resources.

2. Unlike last year, each Office Director will be expected to defend supplemental resources. The factors affecting your component should take into consideration how much Agency growth your Office can absorb with 1984

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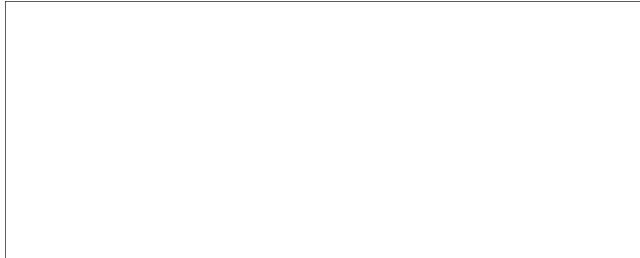
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resources without involving additional supplemental support resources. You must also prepare more precise, detailed information and justification in terms of what the supplemental positions and funds will sustain. There are many other items which must be reviewed and revised, including impact of part-time employees, duplication of equipment needs, impact of DA initiatives, the validity of the facilities factor, etc.

3. Each Office is requested to review the Directorate of Administration 1984 Program, Supplemental Support Package and provide a refined and updated "Activity Description and Justification" to the Management Staff by 1 February 1983. Immediately thereafter, we will schedule a meeting with each Office to review and discuss their contributions.

25X1 4. Each Office is asked to identify a focal point for this exercise
25X1 to [redacted] (focal officer, DDA/Management Staff). If you have any
25X1 questions or need further guidance, please contact him [redacted]
25X1 [redacted] for assistance.



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